

BOARD OF REGENTS

POSITION ANNOUNCEMENT

DIGITAL INCLUSION AND eLEARNING PROGRAM MANAGER

This position will manage the Louisiana Board of Regents' efforts to reduce the digital divide by addressing digital literacy, increasing equitable access to broadband, and use and access to technology. The Program Manager will work directly with Digital Navigators in public libraries, build community partnerships, and advise Board of Regents on issues related to digital equity and inclusion. Digital Navigators are trusted individuals trained to assess community members' personal technology needs and guide them to appropriate resources and training so that community members are equipped to participate fully in online activities. The Project Manager will work closely with LOUIS: The Louisiana Library Network and ConnectLA to implement a statewide plan to address the digital divide. The individual appointed to this position will report to the Board of Regents' Associate Commissioner for LOUIS. This is a full-time, partially remote work position with occasional travel required.

Responsibilities include:

- Develop knowledge and expertise in digital inclusion work. Work with partner organizations to coordinate training and provide guidance.
- Manage contracts that further the digital equity and inclusion goals of the Board of Regents.
- Lead development of resources and gathering of community-created resources to be used as resources by Digital Navigators.
- Build and cultivate relationships with partner organizations to ensure impactful participation in the program and adherence to established goals and deliverables.
- Assist partners with recruitment, interviews, and the selection of Digital Navigators.
- Support Digital Navigators through site visits, virtual communication, and online meetings.
- Assist Digital Navigators in identifying existing local digital inclusion resources and gap areas.
- Participate in regional meetings and national conferences.
- Support the work of the Board of Regents eLearning Task Force and the Digital Inclusion Task Force, especially as they related to addressing the digital divide and work toward the goals of the [Master Plan](#).
- Continually improve project processes and management.
- Ability to learn a new field and share out those learnings.
- Ability to adapt to unexpected situations, navigate difficult conversations, and adapt to rapid changes.
- Strong partnership management skills to include the ability to develop, cultivate, and manage partner relationships.
- Ability to communicate project impacts, best practices, challenges, and lessons learned with a variety of audiences.
- Additional projects as assigned.

Minimum Qualifications:

- Baccalaureate degree
- Valid Louisiana driver's license and ability to travel
- Fluency in English, written and verbal
- Ability to lift and carry at least 30 pounds

Preferred Skills and Qualifications:

- ALA accredited master's degree with 5 years' experience working in a library setting, preferably a public library.
- Strong written and verbal skills; speaks clearly in positive and negative situations; demonstrates group presentation skills and conducts productive meetings.

- Flexibility and change management skills to assist with organizational shifts in priorities.
- Ability to make decisions; exhibits sound and accurate judgment.
- Organization and planning skills; develops effective and realistic action plans.

This posting will close on Tuesday, March 1, 2022, at 11:59 p.m. Interested applicants must apply via LA Careers at [Digital Inclusion and eLearning Program Manager.](#)